

2006 National Health Promotion Conference – EV0511

September 12-14, 2006

CONTINUING EDUCATION INSTRUCTIONS

Continuing education credit for this conference is available through the *CDC Training and Continuing Education Online* system only. Please follow the instructions provided below. You must complete the online evaluation by **Monday, October 16, 2006** to receive your continuing education credits or your certificate of completion.

To complete online evaluation:

- Go to the *CDC Training and Continuing Education Online* at <http://www.cdc.gov/phtnonline/>. If you have not registered as a participant, click on “**New Participant**” to create a user ID and password; otherwise click on “**Participant Login**” and login.
- Once logged on to the *CDC/ATSDR Training and Continuing Education Online* website, you will be on the **Participant Services** page. Click on “**Search and Register**”. Click on “**CDC Courses**” at the bottom right hand side of the search page.
- The next page will ask for the “**CDC Center/Course Code**”. The code for this training is **2006Health**. Enter the course code and then click on “**view**”. Click on the course. The course information page will come up. Scroll down to “**Register Here**”. Click on the type of CE credit that you would like to receive and then “**Submit**”. Three demographic questions will come up. Complete the questions and then “**Submit**”.

NOTE: DIETITIANS/DIETETIC TECHNICIANS: If you need a certificate of attendance for your *Professional Development Portfolio*, select “**AUDIT**” as your CE credit choice. The Certificate will **NOT** include the number of hours you received, so please keep a copy of this Evaluation Book, which includes your participation record, for your records as well.

- A message will come up thanking you for registering for the conference. You will then be prompted to select the sessions that you would like to attend (or attended).
- After attending your selected conference sessions return to the *CDC Training and Continuing Education Online*. Click on “**Participant Login**” and login. Click on “**Evaluations and Tests**”. Click on “**Conferences**”. The conference will be listed with the sessions you selected. You may “**Add/Edit Sessions**” until you have completed the evaluation for a particular session. After completing all of the session evaluations you will be prompted to complete the overall conference evaluation. A record of your conference completion will be located in the “**Transcript and Certificate**” section of your record.

If you have any questions or problems contact:

CDC/ATSDR Training and Continuing Education Online

1-800-41TRAIN or 404-639-1292

Email at ce@cdc.gov